



PLANNING & DEVELOPMENT DEPARTMENT

ADMINISTRATIVE DEVIATION SUBMITTAL REQUIREMENTS

APPLICATION FOR ADMINISTRATIVE DEVIATION FORM: A completed Application for Administrative Deviation is required. The owner(s) of the real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

JUSTIFICATION LETTER: A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

FEES: \$100

THE FOLLOWING PLANS ARE REQUIRED ONLY IF APPLICABLE

ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.

SITE PLAN: (3 folded) Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets. Site Plans must include:

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| ? PROPERTY LINES CALLED OUT | ? ADJACENT LAND USES/STREETS | ? PARKING ANALYSIS |
| ? DIMENSIONS (ACTUAL)/SCALE | ? LANDSCAPE AREAS | ? BUILDING SIZE (SQ. FT.) |
| ? STREET NAMES | ? VICINITY MAP | ? PROPERTY SIZE (SQ. FT.) |
| ? PARKING SPACES | ? NORTH ARROW | ? F.A.R. (FLOOR AREA RATIO) |
| ? INGRESS/EGRESS | ? SCALE | ? DENSITY |

LANDSCAPE PLAN: (1 folded) Draw and make legible: all proposed and/or existing trees, shrubs and ground covers within common areas, easements, parking islands, buffers, perimeters and all other open space areas. Landscape Plans must include:

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|------------------------------------|--------------------------------|---------------|
| ? TYPE & SIZE OF GROUND COVER | ? SPECIFIC PLANT MATERIAL/SIZE | ? NORTH ARROW |
| ? LANDSCAPED AREA DIMENSIONS/SCALE | | |

BUILDING ELEVATIONS: (1 folded) Draw and make legible: all sides of all buildings on site. Building Elevations must include:

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|--------------------------|--|------------------------------|
| ? DIRECTION OF ELEVATION | ? BUILDING MATERIALS & COLORS CALLED OUT | ? ELEVATION DIMENSIONS/SCALE |
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